



NOTARY PUBLIC MANUAL



Nellie M. Gorbea
Secretary of State

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This manual has been created to inform and assist new and existing notaries public with understanding and performing the duties and functions of a Rhode Island Notary Public.

NOTARY PUBLIC IN RHODE ISLAND

WHAT IS A NOTARY PUBLIC?

A Notary Public is an official of integrity commissioned to a four-year term by the Governor to serve the public as an impartial witness to the identity, comprehension, and intent of a person requesting a notarial act. Each act requires a notary to attest that certain formalities have been observed. Every notarial act affects the legal rights of others. A notary may be held personally responsible for improper, negligent or fraudulent acts.

JURISDICTION

Rhode Island Notaries Public may perform notarial acts anywhere within the boundaries of the State of Rhode Island.

They may **NOT** perform notarial acts outside of the State of Rhode Island.



DISCLAIMER:

Any statements made by the RI Department of State regarding notaries or notarial procedures are not intended as legal advice. If you have any specific legal questions regarding your conduct as a RI Notary Public., we urge you to seek professional legal advice.

CONTACT

✉ notaries@sos.ri.gov

📞 401.222.2340

💻 sos.ri.gov

🐦 @RISecState

ADDRESS

RI Department of State
148 W. River St.,
Providence, RI 02904

Monday through Friday
8:30 am – 4:30 pm.

MORE INFO

JOHANNA PETRARCA
Notary Manager

APPLICATION FOR NOTARY PUBLIC COMMISSION



You may download the form from our website here: [Notary Application Form](#).

Mail in the completed application along with the \$80 fee for a four-year commission.

REQUIREMENTS

All applicants must meet the following requirements:

- › Be at least 18 years of age;
- › Speak, read and write the English language;
- › Have sufficient knowledge of the powers and duties pertaining to the Office;
- › Be a United State Citizen or Permanent Legal Resident of the United States;
- › Be a RI Resident or a non-resident who conducts business on a regular basis in RI; or

In addition to meeting the first four requirements, attorneys and CPAs may apply if they meet either of the below requirements in lieu of meeting the residency/nonresident requirement.

- › Be an attorney, in good standing, applying as a member of the RI Bar Association; or
- › Be a certified public accountant, in good standing, applying as a certified RI licensee

CHANGE OF NAME OR ADDRESS

Notaries are required to report a change of residence or name within 10 days of the change. Notaries can use a Change of Address or Change of Name form and submit the form to the RI Department of State.

COMMISSION RENEWAL

Approximately two months prior to the notary commission expiration date, a courtesy renewal notice is mailed to the notary's address of record with our office. The renewal application should be received in our office before the commission expiration date to maintain the same expiration day and month. (Renewal applications will ONLY be processed two months prior to the expiration date.)

Once the renewal application is processed, a new Commission Certificate for a four-year term will be issued and mailed to the notary. It is the notary public's responsibility to inform the RI Department of State, Notary Section of a change of name or address. Failure to do so may result in non-delivery of the renewal notice.

RENEWING EXPIRED COMMISSIONS

A notary public's appointment expires on the "commission expiration date" that appears on their Certificate of Appointment. Per RI General Law (RIGL), a notary whose commission has expired "...may continue to officiate for a space of thirty (30) days after the date on which his or her commission expires..." An individual whose commission has expired past 30 days is no longer a notary public and cannot perform notarial acts. Once the notary returns their renewal application, the application will be processed and the effective commission date will be the date the application is received by our office. Failure to return the renewal form before the expiration date could result in a lapse in the notary's term of appointment. With most renewals, the notary retains their original notary ID number.



RETURNED APPLICATIONS

An application may be returned to an applicant for error or incompleteness. A returned application will be accompanied by correspondence identifying the error or omission. It is the responsibility of the applicant to make the necessary additions or corrections and return the application to this office.

FORMS AND FEES



Notary Application Form

Non-refundable Fee: \$80

Renewal Application Form

Non-refundable Fee: \$80

Change of Address Form

No Fee

Change of Name Form

No Fee



RI Department of State
Notary Section
148 W. River St., Providence, RI 02904



Monday through Friday 8:30 am - 4:30 pm

NOTARY PUBLIC COMMISSION



The Secretary of the State's office recommends that notaries display their certificates where they perform their notarial duties.

NOTARY PUBLIC COMMISSION CERTIFICATE

Each notary public is appointed by the Governor for a term of four years. The appointment is evidenced by a certificate bearing the notary's name, the facsimile signature of the Governor and the Secretary of the State as well as the commission expiration date. Included with the certificate is a notary public pocket card with the notary's name, expiration date and identification number. The certificate is evidence of the public office that the notary holds and should be kept in a safe place.

REPLACEMENT COMMISSION CERTIFICATES

If a notary's commission certificate has been lost, damaged, or destroyed, a replacement certificate may be obtained by requesting in writing or calling the Notary Section.

RESIGNATION OR DEATH OF A NOTARY PUBLIC

A notary public who ceases to meet the qualification requirements of RIGL §42-30-5 or who becomes permanently unable to perform their notarial duties, should resign their commission.

A notary may resign their commission at any time by sending a signed notice of resignation that includes the effective date of the resignation to the RI Department of State, Notary Section. The notice should be transmitted by any means that provides a tangible receipt of the acknowledgment, including certified mail and electronic transmission.

Upon the expiration, voluntary resignation, or revocation of a commission, all notaries, as soon as is practical, must destroy or deface all seals or stamps so that they may not be used. If the notary public elected to use a "journal of notarial acts" as a matter of good practice, the notary should retain the journal and records for seven years after the expiration, resignation or revocation.

If a notary public dies during the term of their commission, the notary's personal representative shall, as soon as possible after the death of the notary, notify the RI Department of State, Notary Section in writing



All written requests should be returned to the RI Department of State, Notary Public Section, 148 W. River Street, Providence, RI 02904.

that the notary has died and provide the date of death. If the notary used a notarial seal, the notary's personal representative must destroy or deface it to prevent its unauthorized use as well as preserve the notarial journal, if applicable, for a period of seven years as a matter of good practice.

REMOVAL FROM OFFICE

In accordance with the provisions of RIGL §42-30-10 a notary public's commission may be revoked for official misconduct or may be removed for cause by the Governor, in their discretion.

In accordance with the provisions of RIGL §42-30-10, a notary public's commission shall be revoked if they are convicted of a felony or incarcerated.

RIGL §42-30-10

Any notary public, justice of the peace or commissioner of deeds, appointed by the Governor, may be removed for cause by the Governor, in his or her discretion, within the term for which that officer shall have been appointed, after giving to that officer a copy of the charges against him or her and an opportunity to be heard in his or her defense; provided, however, that any notary public, justice of the peace or commissioner of deeds who is convicted of a felony and incarcerated shall have his or her commission revoked. Said notary public, justice of the peace or commissioner of deeds shall not be eligible to apply for a new commission until his or her voting rights are restored pursuant to R.I. Const., Art. II, Sec. 1.

FEDERAL AND MILITARY NOTARIAL POWERS AND SEALS

Pursuant to Title 10 of the United States Code §1044a, certain commissioned officers, enlisted and civilian personnel are authorized to serve as federal notaries. 10 U.S.C. §1044a grants general powers of notary public to:

- All judge advocates, including reserve judge advocates when not in a duty status;
- All civilian attorneys serving as legal assistance attorneys;
- All adjutants, assistant adjutants, and personnel adjutants, including reserve members when not in a duty status;
- For the performance of notarial acts at locations outside the U.S., all employees of a military department or the Coast Guard who are designated by regulations of the Secretary concerned or by statute to have those powers for exercise outside the U.S.;
- All other members of the armed forces, including reserve members when not in a duty status, who are designated by regulations of the armed forces or by statute to have those powers.
- All civilian paralegals serving at military legal assistance offices, supervised by a military legal assistance counsel (as defined in section 1044d(g) of this title).

Federal and American Consular officers also have limited notarial powers pursuant to the 22 U.S.C. 4221. A notarizing officer includes consular officers, officers of the Foreign Service who are secretaries of embassy or legation under Section 24 of the Act of August 18, 1856, 11 Stat. 61, as amended (22 U.S.C. 4221), and such U.S. citizen Department of State employees as the Deputy Assistant Secretary of State for Overseas Citizens Services may designate for the purpose of performing notarial acts overseas pursuant to section 127(b) of the Foreign Relations Authorization Act, Fiscal Years 1994-1995, Pub. L. 103-236, April 30, 1994 ('designated employees'). The authority of designated employees to perform notarial services shall not include the authority to perform authentications, to notarize patent applications, or take testimony in a criminal action or proceeding pursuant to a commission issued by a court in the United States, but shall otherwise encompass all notarial acts, including but not limited to administering or taking oaths, affirmations, affidavits or depositions.

Federal and military notarial powers include the administration of oaths and affirmations, administering acknowledgments and certifying copies.

Sample Military and American Consular notary public seals



NOTARY FEES

Pursuant to RIGL §42-30-13

- (1) For noting a marine protest, one dollar (\$1.00);
- (2) For drawing and extending a marine protest and recording it, one dollar and fifty cents (\$1.50);
- (3) For taking affidavits, twenty-five cents (25¢);
- (4) For travel, per mile, ten cents (10¢);
- (5) For taking acknowledgment of any instrument and affixing his seal, one dollar (\$1.00);
- (6) For the protest of a bill of exchange, order or draft, for non-acceptance or nonpayment, or of a promissory note or check for nonpayment, if the amount thereof is five hundred dollars (\$500) or more, one dollar (\$1.00), if it is less than five hundred dollars (\$500), for recording the same, fifty cents (50¢);
- (7) For noting the non-acceptance or nonpayment of a bill of exchange, order or draft, or the nonpayment of a promissory note or check, seventy-five cents (75¢); and
- (8) For each notice of the non-acceptance or nonpayment of a bill, order, draft, check, or note, given to a party liable for the payment thereof, twenty-five cents (25¢); provided, that the whole cost of protest, including necessary notices and the record, shall not exceed two dollars (\$2.00), and the whole cost of noting, including notices, shall in no case exceed one dollar and twenty-five cents (\$1.25).

NOTARY TOOLS



We strongly recommend notaries public use a Stamp and a Journal to keep track of their notarial acts.

NOTARY STAMP

National best practices strongly suggest that a notary stamp should be used when notarizing documents. The stamp should include the notary's name exactly as it appears on their commission and the words "NOTARY PUBLIC" and "RI." A notary's stamp is the exclusive property of the notary; it may not be used by any other person. This section shall not preclude a notary who is a member of the General Assembly in the State of RI from notarizing a document without the use of a stamp on the floor of the General Assembly during open session. RI general law does not mandate that notaries obtain and use a stamp.

REPORTING A LOST OR STOLEN NOTARY STAMP

If a notary stamp is lost or stolen, the notary public or the notary's personal representative shall promptly notify the RI Department of State on discovering that the stamp is lost or stolen.

JOURNAL OF NOTARIAL ACTS

National best practices also strongly suggest that all notaries should use a journal. Many notaries find that using a journal is a protective measure and a very beneficial tool. A journal should be a permanently bound book that creates and preserves a chronological record of performed notarial acts. RI general law does not mandate that notaries use a journal of notarial acts. Notaries electing to use a journal should as a matter of good practice, record the following per the RI Notary Public Standards of Conduct:

1. The date and time of the notarial act, proceeding or transaction;
2. The type of notarial act;

3. The type, title or a description of the document, transaction or proceeding. If multiple documents are signed by the same principal in the course of a transaction or during a single time (i.e.) real estate closings, mortgage discharges, state laboratory drug analysis certificates, etc.), a single journal entry shall be sufficient;
4. The signature, printed name and address of each principal and witness;
5. Description of the satisfactory evidence of identity of each person including:
 - i. A statement that the person is "personally known to me;" or
 - ii. A notation of the type of identification document, the issuing agency, its serial or identification number and its date of issuance or expiration;
 1. If the identification number on the document is the person's Social Security number, instead of including the number, write in the words "Social Security number" or the acronym "SSN;" or
 - iii. A notation if the notary public identified the individual on the oath or affirmation of a credible witness or based on the notary's personal knowledge of the individual;
6. The fee, if any, charged for the notarial act; and

A notary public should record in the journal the circumstances for not completing a notarial act.

NOTARY PUBLIC DUTIES AND RESPONSIBILITIES



All notarial acts must include the corresponding notarial certificate.

POWERS OF THE NOTARY PUBLIC

Notaries Public in RI may, within this state:

- Act
- Transact
- Do and finish all matters and things relating to protests and protesting bills of exchange and promissory notes
- All other matters within their office required by law
- Take depositions as prescribed by law, and
- Acknowledgments of deeds and other instruments

It is crucial that a notary public have sufficient knowledge of the powers and duties pertaining to notaries public because a notary may be liable for losses that result from improper performance of their duties. RI notaries public may take acknowledgments, administer oaths and affirmations, perform jurats, witness signatures, make and certify copies, issue subpoenas and depose witnesses (the last two acts, should only be performed by persons having expertise in commercial transactions or by a stenographer).



THE STANDARD OF CONDUCTS

LIMITED POWERS OF A NOTARY PUBLIC

RESTRICTIONS OF CONDUCT

- A notary public does not have the duty or authority to investigate the lawfulness, propriety, accuracy or truthfulness of a document or transaction involving a notarial act.
- A notary public should not influence a person either to complete or avoid a transaction involving a notarial act. A notary may advise against a transaction that they believe to be unlawful.

ADVERTISING DISCLAIMER

- A non-attorney notary public who advertises notarial services in any language should not translate the words "notary public." Any advertisement, notice, letterhead or sign should prominently display the disclaimer: "I am not an attorney and have no authority to give advice on immigration or other legal matters."

NOTARIAL CERTIFICATES AND ACTS

A notarial certificate is a part of, or an attachment to, a notarized document that is completed by the notary public, bears the notary's signature and seal and states the facts attested by the notary in a particular notarization. All notarial acts require a notarial certificate to be completed. There are 5 general notarial acts: acknowledgment, oath and affirmation, jurat, signature witnessing and copy certification. Notaries public should not affix their official signature or seal on a notarial certificate that is incomplete.

The sample notarial certificates are not intended to replace or supersede the existing forms commonly used in conveyances of real estate or other legal documents within the State of RI, and in particular, those forms of certificates for notarial acts approved by any committee of the RI Bar Association.

A notary public is not required to use these notarial certificates if another certificate is printed on the form that contains express prohibition against altering that form or if the form has an alternative certificate from another State if the document is to be filed or recorded in, or governed by the law of that other State.

- This disclaimer should be displayed in the same language as the advertisement, notice, letterhead or sign.

UNAUTHORIZED PRACTICE OF LAW

- A non-attorney notary public should not assist in drafting, completing, selecting or explaining a document or transaction requiring a notarial act, render legal advice; or otherwise engage in the practice of law.
- A notary public who is qualified, trained, or experienced in a specific industry or professional field may elect, draft, complete or provide advice regarding a document or certificate related to their industry or field.

ACKNOWLEDGMENT

An acknowledgment is a notarial act in which an individual, at a single time and place:

- Appears in person before the notary public and presents a document;
- Is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- Indicates to the notary public that the signature on the document was voluntarily affixed by the individual for the purposes stated within the document and, if applicable, that the individual had authority to sign in a particular representative capacity.

The emphasis, when a notary takes an acknowledgment, is on the free act and deed of the signer and the verification of their identity.

An acknowledgment is the only notarial act that may be signed ahead of time by the signer. The signing does not have to take place before the notary.

STEPS TO PERFORM AN ACKNOWLEDGMENT

Signer must personally appear on the date and in the place indicated on the notarial certificate.

- 1 Review the document to determine the document type and the notarial act to be performed.
- 2 Identify the signer through personal knowledge or an accepted form of identification.
- 3 Verify that the signature on the document is the signer's, either by watching them sign the document or if it has already been signed, by comparing the signature to the one on the signer's ID and the signature made by the signer in the notary's journal.
- 4 Have the signer verbally acknowledge that their signature was made competently and voluntarily.
- 5 Complete the notarial certificate. Sign the certificate, print your name, write your title "Notary Public," list your commission expiration date, and commission ID number. Complete the journal entry.



Sample Acknowledgment Notarial Certificate:

State of Rhode Island

County of _____

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____

(name of document signer), and proved to me through satisfactory evidence of identification to be the person whose name is signed on the preceding or attached document, and acknowledged that they signed it voluntarily for its stated purpose.

(official signature and seal of notary) _____

Printed Name, ID Number

Notary Public

My Commission expires: _____

NOTARIAL ACTS

OATH AND AFFIRMATION

An **oath** is a notarial act, or part thereof, which is legally equivalent to an affirmation, in which an individual, at a single time and place:

- Appears in person before the notary public;
- Is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- Makes a vow of truthfulness or fidelity under the pains and penalties of perjury by invoking a deity or using any form the word “swear.”

An **affirmation** is a notarial act, or part thereof, that is legally equivalent to an oath in which an individual, at a single time and place:

- Appears in person before the notary public;
- Is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- Makes a vow of truthfulness or fidelity under the pains and penalties of perjury based on personal honor and without invoking a deity or using any form of the word “swear.”

STEPS TO PERFORM AN OATH OR AFFIRMATION

The person must personally appear on the date and in the place indicated on the notarial certificate.

- 1 Identify the person through personal knowledge or an accepted form of identification.
- 2 Administer the oath or affirmation by having the person raise their right hand and administer the oath or affirmation aloud.
- 3 Have the person sign the notarial certificate.
- 4 Complete the notarial certificate. Sign the certificate, print your name, write your title “Notary Public,” list your commission expiration date, and commission ID number. Complete the journal entry.

The person taking the oath or affirmation shall raise their right hand as the notary administers the oath and should answer “I do.”



Sample Oath or Affirmation Notarial Certificate

State of Rhode Island

County of _____

Subscribed and sworn to before me this ____ day of _____, 20__.

(official signature and seal of notary)_____

Printed Name, ID Number

Notary Public

My Commission expires:_____

JURAT

A jurat is a notarial act in which an individual, at a single time and place:

- Appears in person before the notary public and presents a document;
- Is personally known to the notary public or is identified by the notary through satisfactory evidence of identity;
- Signs the document in the presence of the notary public; and
- Takes an oath or affirmation before the notary public vouching for the truthfulness or accuracy of the signed document.

The emphasis, when a notary performs a jurat is on the accuracy of the statements in the document and the signer’s identity.

A jurat is a notarial act where the document signer swears (oath) to or affirms (affirmation) the truthfulness of the contents of a document.

STEPS TO PERFORM A JURAT

Signer must personally appear on the date and in the place indicated on the notarial certificate.

- 1 Review the document to determine the document type and the notarial act to be performed.
- 2 Identify the signer through personal knowledge or an accepted form of identification.
- 3 Have the signer verbally acknowledge they are signing the document competently and voluntarily.
- 4 Watch the signer affix their signature or mark to the document.
- 5 Administer the oath or affirmation aloud.
- 6 Complete the notarial certificate. Sign the certificate, print your name, write your title “Notary Public,” list your commission expiration date, and commission ID number. Complete the journal entry.



Sample Jurat Notarial Certificate

State of Rhode Island
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____ who proved to me through satisfactory evidence of identification to be the person who appeared before me.

(official signature and seal of notary) _____
Printed Name, ID Number
Notary Public
My Commission expires: _____

SIGNATURE WITNESSING

Signature witnessing is a notarial act in which an individual, at a single time and place:

- Appears in person before the notary public and presents a document;
- Is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- Signs the document in the presence of the notary public.

The emphasis, when a notary witnesses a signature is on the signer's identity.

When performing a signature witnessing the Notary Public must witness the signer affixing their signature to a document.

STEPS TO PERFORM A SIGNATURE WITNESSING

Signer must personally appear on the date and in the place indicated on the notarial certificate.

- 1 Review the document to determine the document type and the notarial act to be performed.
- 2 Identify the signer through personal knowledge or an accepted form of identification.
- 3 Have the signer verbally acknowledge that they are signing the document competently and voluntarily.
- 4 Watch the signer affix their signature or the mark to the document.
- 5 Complete the notarial certificate. Sign the certificate, print your name, write your title "Notary Public," list your commission expiration date, and commission ID number. Complete the journal entry.



Sample of a Signature Witnessing Notarial Certificate:

State of Rhode Island

County of _____

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of signer), and proved to me through satisfactory evidence of identification to be the person whose name is signed on the preceding or attached document in my presence.

(official signature and seal of notary) _____

Printed Name, ID Number

Notary Public

My Commission expires: _____

COPY CERTIFICATION

A copy certification is a notarial act in which a notary public:

- Is presented with a document that is neither a vital record, nor a publicly recordable document of which a certified copy may be available from an official source other than a notary public; and
- Copies or supervises the copying of the document using a photographic or electronic copying process; or
- Compares the document to the copy; and
- Determines that the copy is accurate and complete; and
- Applies an acknowledgment to the document attesting to the above-listed facts.

When performing a copy certification the notary must make sure that the copy is the same as the original by either copying the document themselves or witnessing the photocopying of the document.

STEPS TO PERFORM A COPY CERTIFICATION

- 1 Verify that the document is one that a RI notary may lawfully copy and certify.
- 2 Personally photocopy or supervise the copying of the document.
- 3 Compare the document to the original to determine that the copy is accurate and complete.
- 4 Complete the notarial certificate. Sign the certificate, print your name, write your title "Notary Public," list your commission expiration date, and commission ID number.
- 5 Record the details of the copy certification in your notary journal.



Sample of Copy Certifications Notarial Certificate:

State of Rhode Island
County of _____

On this _____ day of _____, 20____, I
certify that this is a true, exact, complete, and unaltered
copy made by me of _____ (insert
description of the document), presented to me by _____
_____, and to
the best of my knowledge the copied document is neither
a vital record nor a publicly recordable document, certified
copies of which may be available from an official source
other than a notary.

(official signature and seal of notary) _____
Printed Name, ID Number
Notary Public
My Commission expires: _____

NOTARIZING IN SPECIAL CIRCUMSTANCES



If a circumstance is not addressed here, please contact the Notary Section.

SIGNATURE BY MARK

A notary public may certify the affixation of a signature by mark on a document presented for notarization if:

- The principal affixes the mark in the presence of the notary public and of two witnesses unaffected by the document;
- Both witnesses sign their names beside the mark;
- The notary public writes below the mark: "Mark affixed by (name of signer by mark) in the presence of (names and addresses of witnesses) and undersigned notary; and
- The notary public notarizes the signature by mark through an acknowledgment, jurat or signature witnessing.

SIGNER PHYSICALLY UNABLE TO SIGN OR MAKE A MARK

The notary public may sign the name of a principal who is physically unable to sign or make a mark on a document presented for notarization if:

- The principal directs the notary public to do so in the presence of two witnesses who are unaffected by the document;
- The principal does not have a demeanor that causes the notary public to have a compelling doubt about whether the principal knows the consequences of the transaction requiring the notarial act;
- In the notary public's judgment, the principal is acting of their own free will;
- The notary public signs the principal's name in the presence of the principal and the witnesses;
- Both witnesses sign their names beside their signatures;
- The notary public writes below the signature: "Signature affixed by notary public in the presence of (names and addresses of principal and two witnesses);" and
- The notary public notarizes the signature through an acknowledgment, jurat or signature witnessing.

SIGNER WHO IS BLIND

- The notary public should read the document to the signer before performing the notarial act.
- The notary may wish to add a statement in their notarial certificate indicating the following: "I further certify that I read the document to (name of signer) prior to notarization."
- Unless the notary is also an attorney, the notary cannot advise the person about the contents of the document; however, they may re-read any portion of the document to the person.

SIGNER WHO DOES NOT SPEAK ENGLISH

- The nature and effect of the document should be translated into a language that the person does understand. The translation does not need to be in written form; an oral translation is sufficient.
- If the notary speaks the language of the signer, the notarization may proceed, if not, an interpreter may be used. Best practices strongly suggest that the notary should administer an oath or affirmation to the interpreter attesting to the accuracy of the translation.
- The notary should add a statement in their notarial certificate noting that a translator was used by writing something substantially similar to: "I certify that the nature and effect of the document was translated for (name of signer) by (name of translator) before notarization."

NOTARIZING FOR A PERSON WITH POWER OF ATTORNEY

- If a signer indicates that they have power of attorney over the grantor the document should be signed as attorney-in-fact: for example, John Doe as attorney-in-fact for Betty Smith.
- It is strongly recommended as a best practice, that the notary verify the authority of the signer by requesting a copy of the power of attorney.
- Note the capacity of the signer in the notarial certificate.

SIGNER WHO IS DEAF

- Unless the notary and the signer are competent in sign language, they should communicate in writing.
- The notary should write a comment in their journal regarding how they communicated with the signer.

SIGNER WHO IS ILLITERATE

- The notary should read the document to the document signer before performing the notarial act.
- The notary should add a statement to the notarial certificate substantially similar to, "I certify that I read the document to (name of signer) prior to performing the notarial act."

NOTARIZING AN OUT OF STATE DOCUMENT

RI notaries public may notarize an out of state document so long as the signer(s) personally appear before the notary and the document does not specifically state that the document must be notarized by a notary from that state. All other RI notarial procedures and laws must be followed by the notary public.

NOTARIZING A DOCUMENT IN A FOREIGN LANGUAGE

A notary public may notarize a document in a foreign language even if the notary does not understand the language of the document. However, the notarial certificate must be in English or other language the notary public reads and writes. The letters and characters in the document's signature and in any ID document presented must also be understood by the notary. It is important that the notary be able to communicate with the signer.

WILLS AND "LIVING WILLS"

A will is a document providing instructions for the disposition of a signer's estate and finances after the signer's death. A living will is a written statement of a signer's wishes concerning medical treatment in the event the signer's health condition prevents the individual from providing instructions on their own behalf.

Notarizing a will is a serious matter because of the importance and complexity of the document. Notaries should be careful when asked to notarize a will. A document presented to a notary as a will should be notarized only if clear instructions and the appropriate notarial certificates are provided to the notary. Performing a notarial act on its own does not make a will "legal" or "valid" and it is important that notaries do not offer any advice regarding preparation or the legal effects of a will. A notary may not determine what type of notarial act or certificate is needed for a will, even if asked to do so by the signer. Such questions should be referred to a qualified attorney.

A "living will" may be notarized in the standard manner. All practices required by law or RI Notary Public Standards of Conduct, such as the signer appearing in person before the notary and being positively identified, should be followed.

TRANSLATIONS

A notary public has no authority to certify translations. If a notary public has the ability to prepare translations of documents from one language to another, they may not notarize any documents that they themselves have translated. The accuracy of the translation can be made under oath, but the oath and notarial certificate must be completed by another notary, or by another person authorized to administer oaths. The notary cannot perform both acts in connection with the same document.

LESS COMMON NOTARIAL ACTS

Deposition of Witnesses

- A deposition is a signed transcript of an oral statement made by an individual (the “deponent”) for use in a legal matter.
- RI notaries public are empowered to take depositions of witnesses to be used in the trial of any civil suit, action, petition, or proceeding in which they are not an interested party, counsel, or the attorney of either party per RIGL 9-18-1.

Issuance of Subpoenas

- A subpoena is an order that requires its recipient to appear before a court.
- RI notaries public are empowered to issue subpoenas to witnesses in any case, civil or criminal before any court, and in any matter before any body or person authorized by law to summon witnesses per RIGL 9-17-3.
- Per RIGL 8-8.2-4, notaries public are also empowered to issue subpoenas returnable before the traffic tribunal.

Protests & Protesting Bills of Exchange and Promissory Notes

- A protest is a certificate of dishonor under the hand and seal of a notary public.
- RI notaries public may act, transact, do, and finish all matters and things related to protests and protesting bills of exchange and promissory notes per RIGL 42-30-8.

CASE STUDY:

WHY IS PHYSICAL PRESENCE IMPORTANT?

Joan is a notary and owns a small service agency. Scott came into the office one day with a deed signed by his wife Susan and requested Joan to notarize her signature.

Susan was home sick, but Scott brought Susan’s driver’s license with him. At Scott’s suggestion and just to be on the “safe side,” Joan called Susan at home to verify her signature.

The woman identifying herself as Susan confirmed that she had signed the document voluntarily and wanted her signature notarized. Joan proceeded to perform the notarial act.

Should Joan have notarized Susan’s signature?

NO!

Now, for the real story...

Unknown to Joan, Scott was planning to divorce Susan and he wanted their home transferred to his name first. Scott forged Susan’s signature on the deed and took her driver’s license without her knowledge.

The woman that Joan spoke to on the phone was actually Scott’s girlfriend! The case ended up in divorce court and Susan was given her portion of the property.

The Governor’s Office revoked Joan’s notary commission and will not appoint her again as a notary. She now has a difficult time working in the service agency without a notary commission.

CONFLICTS OF INTEREST



A notary public should not notarize for family members as indicated below.

CONFLICTS

A notary public should not perform a notarial act if the notary public is a party to or is named in the document that is to be notarized, except that a notary may notarize a document if the notary is named in the document for the sole purpose of receiving notices relating to the document and except that a notary who is licensed as an attorney in the State of RI and is named as an executor, trustee or in any fiduciary capacity in a document, or employees of such attorney, may perform notarial acts concerning such document.

A notary public should not perform a notarial act if the notary public will receive as a direct result of the notarial act any commission, fee, advantage, right, title, interest, cash, property or other consideration exceeding in value the fees set forth in §42-30-13 of the RI General Laws or has any financial interest in the subject matter of the document. This section shall not preclude a notary who is licensed as an attorney in the State of RI or any employee of such attorney where the attorney receives a legal fee for professional legal services in connection with such document.

NOTARIZING FOR FAMILY MEMBERS

A notary public should not perform a notarial act for a spouse, domestic partner, parent, guardian, child or sibling of the principal, including in-law, step, or half relatives, except where such persons witness a will or other legal document prepared by the notary who is an attorney licensed in the State of RI.

NOTARIES WHO ARE EMPLOYEES

A notary public owns their commission, seal and journal regardless of whether or not their employer paid for said commission. This means that the notary must keep their seal and journal under their control at all times and not surrender them to anyone, including an employer. Also, a notary public must always follow RI General Law and the RI Notary Public Standards of Conduct when notarizing including physical appearance. Employers cannot prohibit a notary from performing their duties nor limit when a notary may perform notarial acts.

REFUSING TO NOTARIZE

A notary public may refuse to perform a notarial act if:

- The signer is not physically present;
- The signer cannot be adequately identified;
- The signer is unwilling to swear or affirm to the contents of the document presented for notarizations that require an oath or affirmation;
- The principal has a demeanor that causes the notary public to have a compelling doubt about whether the principal knows the consequences of the transaction or document requiring the notarial act;
- If in the notary's judgment, the principal is not acting of their own free will;
- If the notary public knows that the document contains information known or believed by the notary to be false;
- If the notary knows there is intent to deceive or defraud;
- If the notary knows the notarial act or associated transaction is unlawful;
- If the act is prohibited by other applicable law;
- If the number of notarial acts requested practicably precludes completion of all acts at once, in which case the notary public shall arrange for later completion of the remaining acts.

A notary public should not refuse to perform a notarial act solely based on the principal's race, advanced age, gender, sexual orientation, religion, national origin, health or disability.

ACCEPTABLE FORMS OF IDENTIFICATION



Physical Presence is always required.

Identification of an individual is based on at least one current document issued by a Federal, State, or tribal government bearing a photo image of the individual's face and signature. Credible witnesses may also be used when following the guidelines below.

For a person who is not a United States citizen, "satisfactory evidence of identity" shall mean identification of an individual based on a valid passport, or another government-issued document evidencing the individual's nationality or residence, that bears a photographic image of the individual's face and signature.

ACCEPTABLE FORMS OF IDENTIFICATION INCLUDE:

- Driver's license or identification card issued by the RI Division of Motor Vehicles or by another state, Canada, Mexico or a territory of the United States
- Valid Passport issued by the U.S. Department of State or by a foreign government
- Identification card issued by any branch of the U.S. armed forces

Copies of identification are not acceptable forms of ID.

CREDIBLE WITNESS FOR IDENTIFICATION

The credible witness must be:

- Personally known to the signer
- Identified by the notary by satisfactory evidence of identification
- Physically in the notary's presence at the time of notarization
- An unbiased third party who has no interest in, or benefit from, the transaction
- Placed under oath

Best practices encourage the notary to include a note in their journal noting that a credible witness was used and the name of the credible witness as well as the identification used.

CASE STUDY:

DO I REALLY NEED TO SEE IDENTIFICATION?

Tom Brady came into a local bank to have his signature notarized on a contract between him and his agent. Adrianna, the notary and a faithful fan of Tom Brady, was star-struck upon meeting him.

Tom apologized when he explained that he forgot his wallet containing his identification at home.

Adrianna decided that she could state that she personally knew Tom, since she had seen all his games. She stated "personally known" in the notarial certificate.

Adrianna completed the notarization, got Tom's autograph on a scrap of paper, and screamed with excitement after Tom left.

Should Adrianna have notarized Tom's signature without requiring identification?

NO!

Now, for the real story...

Tom Brady disagreed with his agent on the agent's proposed fee on the new contract they were negotiating, and Tom refused to sign the contract.

The agent forged Tom's signature on the contract and hired a "look-alike" to present the document for notarization.

Poor Tom is now in court fighting with his agent and Adrianna has been subpoenaed to testify. Adrianna is scared to death, embarrassed at her error, and now knows that her Tom Brady autograph is a fake!

Be careful when you state that you personally know someone. This story is purely fictional, but could actually happen to you if you aren't careful. Our apologies to Mr. Brady and his agent.

"Personally known" means that your acquaintance of and association with the individual establishes that person's identity with reasonable certainty.

COMPLAINTS AND NOTARY MISCONDUCT



Questions about filing a complaint: Please call the RI Department of Administration at 401-222-8880.

RIGL §42-30-10 Notaries Public and Justices of the Peace

Pursuant to RIGL §42-30-10 and the RI Administrative Procedures Act, notary complaints and misconduct are the purview of the RI Governor and are investigated by the Department of Administration.

RIGL §42-30-16 Notary public – Fraud or deceit in office.

A notary public, who in the exercise of the powers, or in the performance of such office, shall practice any fraud or deceit, the punishment for which is not otherwise provided for by law, shall be guilty of a misdemeanor and fined not more than one thousand dollars (\$1,000), or imprisoned not more than one year, or both.

WHO MAY FILE A COMPLAINT AGAINST A NOTARY PUBLIC?

Any identifiable person may file a complaint against a Notary Public who is alleged to have violated the RI Notary Public Standards of Conduct.

HOW DO I FILE A COMPLAINT?

To file a complaint against a notary public, the complaint must be made in writing. It should include the complainant's name and contact information, the respondent/notary public's contact information and the nature of the complaint/allegation of the violation, including the date of the alleged act, witnesses and any facts deemed relevant to the allegation.

WHAT TYPE OF ACTION MAY THE GOVERNOR AND THE RI DEPARTMENT OF ADMINISTRATION TAKE?

Upon completion of its investigation, the Department may take one of the following actions:

- If the Department determines that the Complaint fails to establish Reasonable Cause for a finding of a violation of the Standards, the Department shall take no action on the Complaint, so advising the Complainant and Respondent in writing; or,
- If the Department determines that the Complaint establishes Reasonable Cause, the Department shall take such action as it deems appropriate under applicable law and the rules and regulations adopted pursuant thereto, including the removal or suspension of the Notary Public in accordance with RIGL §42-30-10. The Department will provide the following notice to the Respondent via regular and certified mail, postage pre-paid, a notice of determination which shall provide:
 - A statement of legal authority and jurisdiction to proceed;
 - A statement of the allegations and findings, including a copy of the Complaint;
 - Reference to particular statutes, rules or Standards that appear to have been violated;
 - A statement of the sanctions to be imposed; and,
 - An opportunity to request a hearing within twenty (20) days of the mailing of the determination notice.

FORM



Notary Complaint Form



Department of Administration,
One Capitol Hill
Providence, RI 02908



401-222-8880

AUTHENTICATIONS: APOSTILLES AND CERTIFICATIONS



Apostilles and Certifications may be requested in person or by mail.

APOSTILLES

Documents that are going to be used outside of this country may require authentication of the official's signature, capacity and seal. The Department of State can authenticate RI public officials' signatures. Notaries Public, Clerks of the Court, and the State Registrar of Vital Records are among the most frequently authenticated public official signatures.

An apostille is a form of authentication established at the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, to which the United States is a subscriber. An apostille is used to authenticate public documents, certifying the authenticity of the issuing official's or notary public's signature on the document, the capacity in which the person has acted, and identifies the seal/stamp which the document bears. Apostilles are used as transmittal on documents executed in one subscribing country that are being sent to another subscribing country.

CERTIFICATIONS

A certification is a form of authentication used for countries that do not participate in the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. A certification is used to authenticate public documents, certifying the authenticity of the issuing official's or notary public's signature on the document, the capacity in which the person has acted, and identifies the seal/stamp which the document bears. These documents typically require additional authentication by the U.S. Department of State after receiving state authentication.

FEDERAL OR MILITARY APOSTILLES

To authenticate the signature of a Federal or U.S. Military official, the document must be presented to the U.S. Department of State's Authentication Office. [Click here to learn more.](#)

TO REQUEST



Apostille Order Forms:

- **Apostille Order Form - In-Person**
- **Apostille Order Form - By Mail**



Fee of \$5.00 per apostille or certification being requested. Checks or money orders should be made payable to the RI Department of State.



Division of Business Services
RI Department of State
148 West River Street
Providence, RI 02904

NEED TO KNOW

- Provide the name of the country to which the documents will be sent.
- Submit the original or certified copy of the document(s) that you wish to have an apostille or certification attached to.
- Mailed requests are processed daily. A mailed request will be returned to you by first class mail. A self-addressed/stamped envelope will help expedite delivery time. If overnight service is required, a pre-addressed, pre-paid air bill must be included with the request.

DEFINITIONS



As they appear in the RI Notary Standards of Conduct.

(a) "Acknowledgment" shall mean a notarial act in which an individual, at a single time and place:

- appears in person before the notary public and presents a document;
- is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- indicates to the notary public that the signature on the document was voluntarily affixed by the individual for the purposes stated within the document and, if applicable, that the individual had authority to sign in a particular representative capacity.

(b) "Affirmation" shall mean a notarial act, or part thereof, that is legally equivalent to an oath in which an individual, at a single time and place:

- appears in person before the notary public;
- is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- makes a vow of truthfulness or fidelity under the pains and penalties of perjury based on personal honor and without invoking a deity or using any form of the word "swear."

(c) "Commission" means both to empower to perform notarial acts and the written evidence of authority to perform those acts.

(d) "Copy certification" shall mean a notarial act in which a notary public:

- is presented with a document that is neither a vital record, a public record nor publicly recordable; and
- copies or supervises the copying of the document using a photographic or electronic copying process; or
- compares the document to the copy; and
- determines that the copy is accurate and complete; and

- applies an acknowledgment to the document owner's signature attesting to the above listed facts.

(e) "Credible witness" means an honest, reliable, and impartial person who personally knows an individual appearing before a notary public and takes an oath or affirmation from the notary to vouch for that individual's identity.

(f) "Journal of notarial acts" or "journal" shall mean a permanently bound book that creates and preserves a chronological record of notarizations performed by a notary public.

(g) "Jurat" means a notarial act in which an individual, at a single time and place:

- appears in person before the notary public and presents a document;
- is personally known to the notary public or is identified by the notary through satisfactory evidence of identity;
- signs the document in the presence of the notary public; and
- takes an oath or affirmation before the notary public vouching for the truthfulness or accuracy of the signed document.

(h) "Notarial act" and "notarization" shall mean any act that a notary public is empowered to perform.

(i) "Notarial Certificate" and "Certificate" shall mean the part of, or an attachment to, a notarized document that is completed by the notary public, bears the notary's signature and seal and states the facts attested by the notary in a particular notarization.

j) "Notary public" or "notary" shall mean any person commissioned to perform official acts pursuant to Title 42, Chapter 30 of The RI General Laws, as amended.

(k) "Oath" shall mean a notarial act, or part thereof, which is legally equivalent to an affirmation, and in which an individual, at a single time and place:

- appears in person before the notary public;

- is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- makes a vow of truthfulness or fidelity under the pains and penalties of perjury by invoking a deity or using any form of the word "swear."

(l) "Official misconduct" shall mean:

- a notary's public performance of any act prohibited, or failure to perform any act mandated by any law, in connection with a notarial act; or
- a notary's public performance of an official act in a manner found to be grossly negligent or against the public interest.

(m) "Personal appearance" shall mean that the principal and the notary public are physically close enough to see, hear, communicate with and hand identification documents to each other.

(n) "Personal knowledge of identity" shall mean familiarity with an individual resulting from interactions with that individual over a period of time sufficient to dispel any reasonable uncertainty that the individual has the identity claimed.

(o) "Principal" shall mean a person whose signature is notarized, or a person other than a credible witness, taking an oath or affirmation from the notary public.

(p) "Regular place of work or business" shall mean a stationary office or workspace where one spends most of one's working or business hours.

(q) "Satisfactory evidence of identity" shall mean identification of an individual based on at least one current document issued by a Federal or State or tribal government agency bearing the photographic image of the individual's face and signature; or on the oath or affirmation of a credible witness unaffected by the document or transaction who is personally known to the notary public and who personally knows the individual; or identification of an individual based on the notary's personal knowledge of the identity of the principal. For a person who is not a United States citizen, "satisfactory evidence of identity" shall mean identification of an individual based on a valid passport, or another government-issued document evidencing the individual's nationality or residence, that bears a photographic image of the individual's face and signature.

(r) "Signature witnessing" shall mean a notarial act in which an individual, at a single time and place:

- appears in person before the notary public and presents a document;
- is personally known to the notary public or is identified by the notary through satisfactory evidence of identity; and
- signs the document in the presence of the notary public.

NOTARY FORMS



State of Rhode Island and Providence Plantations
Department of State - Business Services Division

Application for Appointment to Office of Notary Public

→ Filing Fee: \$80.00 (Four year commission)

FOR
SECRETARY OF STATE
USE ONLY

By remitting this application in accordance with the provisions of RIGL 42-30, the undersigned applicant is attesting under penalty of false statement, that the information contained in this application is true and correct; that he/she is at least eighteen years of age; can speak, read and write the English language and has gained sufficient knowledge of the powers and duties pertaining to the Rhode Island Office of Notary Public.

APPLICATION INFORMATION

I attest I am a United States Citizen or Permanent Legal Resident of the United States.

1. Name (First) ?	Middle	Last
2. Address ?		City/Town
State	Zip Code	Phone Number

3. If applicable, check one box only: ?

☐ I am not a Rhode Island Resident, but conduct business on a regular basis within Rhode Island.

Name of Employer:	Occupation:	
Address:		
City/Town:	State:	Zip Code:

☐ I am an Attorney, in good standing, applying as a member of the Rhode Island Bar. I have enclosed a copy of my most recent RI Bar Association membership card. (RI Bar #: _____)

☐ I am a Certified Public Accountant (CPA), in good standing, applying as a certified Rhode Island licensee. I have enclosed a copy of my most recent membership card. (CPA #: _____)

I certify that this is my signature and it is the signature I will use when signing documents as a Rhode Island Notary Public.

Signature of Applicant ?

SIGN DOCUMENT HERE

Type or Print Name of Applicant

Date

MAIL TO:
Division of Business Services
148 W. River Street, Providence, Rhode Island 02904-2815
Phone: (401) 222-3040
Website: www.sos.ri.gov

FOR
SECRETARY OF STATE
USE ONLY

Notary - Revised: 03/2018



State of Rhode Island and Providence Plantations
Department of State - Business Services Division

Application for Appointment to Office of Notary Public

→ Oath of Office

Each applicant **MUST** take the Oath of Office before a Rhode Island Notary.

OATH OF OFFICE	
Applicant ?	
I, _____, do solemnly swear (or: affirm) that I will support, protect and defend the constitution of the United States, and the constitution and laws of the State of Rhode Island, and I will discharge the duties of my office of Notary Public for the State of Rhode Island with fidelity so help me God. [or: this affirmation I make and give under the penalty of perjury.]	
Type or Print Name of Applicant	Date
Signature of Applicant SIGN DOCUMENT HERE	
Notary ?	
State: RHODE ISLAND	County:
On this _____ day of _____, 20____, before me personally appeared _____ (name of applicant) being personally known to me or proved through satisfactory evidence of identification to be the person who signed the preceding or attached document in my presence, and to whom I administered the Notary Public Oath of Office.	
Type or Print Name of Notary Public	
Signature of Notary Public SIGN DOCUMENT HERE	
Commission ID #	Commission Expiration Date

NOTARY
SEAL

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email notaries@sos.ri.gov.

Notary- Revised: 03/2018



State of Rhode Island and Providence Plantations
Department of State - Business Services Division

FOR
SECRETARY OF STATE
USE ONLY

Notary Public/Justice of the Peace Change of Name Form

By remitting this form in accordance with the provisions of RIGL [42-30](#), the undersigned Rhode Island Notary Public/Justice of the Peace is attesting that the information contained in this form is true and accurate and that he/she continues to meet the requirements of the Rhode Island Office of Notary Public.

→ No Filing Fee

NOTARY INFORMATION		
1. Commission ID Number	2. Name of Notary/JP (First, Middle, Last - as it appears on current commission)	
3. New Name of Notary Public/JP (First, Middle, Last)		Date Commission Expires
Name Change Due to (check one box): Marriage Divorce Petition to Change Name		
<i>I certify that this is my signature and it is the signature I will use when signing documents as a Rhode Island Notary Public.</i>		
Signature of Applicant		
Type or Print Name of Applicant		Date
4. Address of Notary Public Is this a change of Address? (If so, please check box)		
Address		City/Town
State	Zip Code	Daytime Telephone Number
Applicant: <i>I declare and affirm that I have examined this Notary Public/Justice of the Peace Change of Name Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Applicant		Date
Signature of Applicant		
Notary		
State		County
Subscribed and sworn to before me this day of , 20 .		
Signature of Notary Public		
Commission ID	Commission Expiration Date	

MAIL TO:
Division of Business Services
Notary Public Section
148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov

FOR
SECRETARY OF STATE
USE ONLY

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email notaries@sos.ri.gov

Form NF-3 - Revised: 04/2018



FOR
SECRETARY OF STATE
USE ONLY

Notary Public/Justice of the Peace Change of Address Form

[Chapter 42-30](#) of the General Laws of Rhode Island, 1956, as amended

→ No Filing Fee

NOTARY/JUSTICE OF THE PEACE INFORMATION		
1. Commission ID Number	2. Full Name (First, Middle, Last - as it appears on your current commission)	
3. New Address		City/Town
State	Zip Code	Phone Number
4. Mailing Address		Same as Physical Address? (If so, please check box)
Address		City/Town
State	Zip Code	Alternate Phone Number
<i>Under penalty of perjury, I have examined this Notary Public/Justice of the Peace Change of Address Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Notary Public/Justice of the Peace		Date
Signature of Notary Public/Justice of the Peace		

MAIL TO:
Division of Business Services
Notary Public Section
148 W. River Street, Providence, Rhode Island 02904-2815
Phone: (401) 222-3040
Website: www.sos.ri.gov

FOR
SECRETARY OF STATE
USE ONLY

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email notaries@sos.ri.gov

Form NF-2 - Revised: 08/2017



State of Rhode Island and Providence Plantations

Department of State - Business Services Division

Application for Reappointment/Renewal to Office of Notary Public

→ Filing Fee: \$80.00 (Four year commission)

FOR
SECRETARY OF STATE
USE ONLY

By remitting this application in accordance with the provisions of RIGL [42-30](#), the undersigned applicant is attesting under penalty of false statement, that the information contained in this application is true and correct; that he/she is at least eighteen years of age; can speak, read and write the English language and has gained sufficient knowledge of the powers and duties pertaining to the Rhode Island Office of Notary Public.

APPLICATION INFORMATION		
<i>I attest I am a United States Citizen or Permanent Legal Resident of the United States.</i>		
1. Commission ID Number ?	2. Full Name (First, Middle, Last) ?	
3. Address ?		City/Town
State	Zip Code	Phone Number
4. If applicable, check one box only: ?		
<input type="checkbox"/> I am not a Rhode Island Resident, but conduct business on a regular basis within Rhode Island.		
Name of Employer:		Occupation:
Address:		
City/Town:	State:	Zip Code:
<input type="checkbox"/> I am an Attorney, in good standing, applying as a member of the Rhode Island Bar. I have enclosed a copy of my most recent RI Bar Association membership card. (RI Bar #: _____)		
<input type="checkbox"/> I am a Certified Public Accountant (CPA), in good standing, applying as a certified Rhode Island licensee. I have enclosed a copy of my most recent membership card. (CPA #: _____)		
<i>I certify this is my signature and it is the signature I will use when signing documents as a Rhode Island Notary Public.</i> ?		
Signature of Applicant		
SIGN DOCUMENT HERE		
Type or Print Name of Applicant		Date

MAIL TO:

Division of Business Services
148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov

FOR
SECRETARY OF STATE
USE ONLY

Notary Renewal - Revised: 03/2018



State of Rhode Island and Providence Plantations
Department of State - Business Services Division

Application for Reappointment/Renewal to Office of Notary Public

→ Oath of Office

Each applicant **MUST** take the Oath of Office before a Rhode Island Notary.

OATH OF OFFICE	
Applicant ?	
I, _____, do solemnly swear (or: affirm) that I will support, protect and defend the constitution of the United States, and the constitution and laws of the State of Rhode Island, and I will discharge the duties of my office of Notary Public for the State of Rhode Island with fidelity so help me God. [or: this affirmation I make and give under the penalty of perjury.]	
Type or Print Name of Applicant	Date
Signature of Applicant SIGN DOCUMENT HERE	
Notary ?	
State: RHODE ISLAND	County:
On this _____ day of _____, 20____, before me personally appeared _____ (name of applicant) being personally known to me or proved through satisfactory evidence of identification to be the person who signed the preceding or attached document in my presence, and to whom I administered the Notary Public Oath of Office.	
Type or Print Name of Notary Public	
Signature of Notary Public SIGN DOCUMENT HERE	
Commission ID #	Commission Expiration Date

NOTARY
SEAL

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email notaries@sos.ri.gov.

Notary Renewal - Revised: 03/2018